



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <b>1/23/81</b>	1. Agency Address <b>Georgia Department of Agriculture Markets Division - Warehouse Section 19 MLK Drive, SW Atlanta, Georgia 30334</b> <b>BT</b>	Application Number <b>81-58</b>	
Application Number <b>215</b>		Date Received <b>1-26-81</b>	Date Completed <b>JAN 30 1981</b>
2. Person to Contact <b>Gail Denton</b>		Working Title <b>Senior Secretary</b>	Telephone Number <b>656-3676</b>
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <b>1976</b> Latest <b>To Date</b>		5. Records Series Title (followed by title used in office, if different) <b>GRAIN DEALER LICENSE FILES</b>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  <b>The Division provides services to improve marketing of Agriculture products, to find new outlets and uses for agricultural products, and to help promote Georgia products nationally and internationally. It regulates the warehouse storage facilities for agricultural products and inspects products for quality and quantity.</b>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: <b>Documents relating to authorizing Grain Dealers to purchase farmer/producer grain.</b>  Included are: <b>Original application for Grain Dealer license; Grain Dealer Bond; Certified Public weigher's applications, Certified Public Weigher Bond; Auditor's Annual report of grain purchases by dealer; correspondence</b>  File is arranged: <b>Alphabetically by facility</b>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <b>20</b> ; Seven to twelve months old <b>20</b> ; Thirteen to twenty-four months old <b>20</b> ; twenty-five months and older <b>20</b> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <b>4</b> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<b>5</b> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then.

☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Hold in current file area until inactive. When Grain Dealer ceases business, withdraw folder from active file and place in inactive file. Hold for a period of five years then destroy.

*Cut off file at end of calendar year*

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ellis D. Liles</i>	1/23/81	<i>Ellis D. Liles</i>	1/23/81

  

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	1-29-81
Secretary of State/Designee	<i>Carroll Hart</i>	1-27-81
Attorney General/Designee	<i>[Signature]</i>	1-29-81

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)